



Administrative Special Use Permit Application

Department of Planning & Zoning
301 King Street, Room 2100, Alexandria, Virginia 22314
Phone: 703.746.4666 | www.alexandriava.gov/planning

PROPERTY LOCATION:

ZONE:

TAX MAP REFERENCE:

APPLICANT'S INFORMATION:

Applicant:

Business/Trade Name:

Address:

Phone:

Email:

PROPOSED USE:

Animal Care with Overnight
Accommodations

Auto Trailer Rental or Sales

Catering Operation

Child and Elder Care Homes

Day Care Center

Health and Athletic Club

Light Assembly, Service, and Craft

Light Auto Repair

Live Theater

Massage Establishment

Outdoor Dining (Other than King Street Outdoor
Dining Area)

Outdoor Food and Crafts Market

Outdoor Garden Center

Outdoor Display

Public School Trailers

Valet Parking

Vehicle Parking or Storage for More Than 20
Vehicles

PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of
(property address), for the purposes of operating a (use)
business as described in this application. I also grant permission to the City of Alexandria to visit,
inspect, photograph and post placard notice on my property.

Name:

Phone:

Address:

Email:

Signature:

Eric Zabarkus

Date:

1. The applicant is the (check one):

Owner

Contract Purchaser **Lessee** or

Other:

of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant or owner, unless the entity is a corporation or partnership, in which case identify each owner and the percent of ownership.

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

Yes. Provide proof of current City business license

No. The agent shall obtain a business license prior to filing application, if required by the City Code.

USE CHARACTERISTICS

2. Please give a brief statement describing the use:

3. Please describe the proposed hours of operation:

Days Hours

Daily

Or give hours for each day of the week

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

4. Please describe the capacity of the proposed use:

A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).

5. A. How many parking spaces of each type are provided for the proposed use:

Standard and compact spaces

Handicapped accessible spaces

Other

B. Please give the number of:

Parking spaces on-site

Parking spaces off-site

If the required parking will be located off-site, where will it be located?

6. Please provide information regarding loading and unloading for the use:

A. How many loading spaces are available for the use?

B. Where are off-street loading spaces located?

C. During what hours of the day do you expect loading/unloading operations to occur?

D. How frequently are loading/unloading operations expected to occur per day or per week?

7. If any hazardous materials or organic compounds (for example paint, ink, lacquer thinner, or cleaning or degreasing solvent), as defined by the state or federal government, be handled, stored, or generated on the property, provide the name, monthly quantity, and specific disposal method below:

8. What is the square footage the use will be occupying?

square feet

APPLICANT'S SIGNATURE

Please read and initial each statement:

THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article IV, Section 4-1404 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria staff to visit, inspect, and photograph the building premises, land etc., connected with the application.

Print Name of Applicant or Representative

Signature

Jula Coggins

Date

1/21/2022

If this application is being filed by someone other than the business owner (such as an agent or attorney), please provide the information below:

Representative's Address:

Phone:

Email:

Fax:



SUPPLEMENTAL APPLICATION

RESTAURANT

All applicants requesting a **Special** Use Permit for a restaurant shall complete the following section.

1. How many seats are proposed?

Indoors: _____

2. Will the restaurant offer any of the following?

Alcoholic beverages

On-premises	Yes	No
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Off-premises	Yes	No
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3. The restaurant will offer the following service (check items that apply):

table service

bar

carry-out

delivery

4. If delivery service is proposed, how many vehicles do you anticipate? _____

Will delivery drivers use their own vehicles? Yes No

Where will delivery vehicles be parked when not in use?

Parking impacts. Please answer the following:

1. What percent of patron parking can be accommodated off-street? (check one)
 - _____ 100%
 - _____ 75-99%
 - _____ 50-74%
 - _____ 1-49%
 - _____ No parking can be accommodated off-street

2. What percentage of employees who drive can be accommodated off the street at least in the evenings and on weekends? (check one)
 - _____ All
 - _____ 75-99%
 - _____ 50-74%
 - _____ 1-49%
 - _____ None

3. What is the estimated peak evening impact upon neighborhoods? (check one)
 - _____ No parking impact predicted
 - _____ Less than 20 additional cars in neighborhood
 - _____ 20-40 additional cars
 - _____ More than 40 additional cars

Litter plan. The applicant for a restaurant featuring carry-out service for immediate consumption must submit a plan which indicates those steps it will take to eliminate litter generated by sales in that restaurant.

Alcohol Consumption and Late Night Hours. Please fill in the following information.

1. Maximum number of patrons shall be determined by adding the following:

	_____	Maximum number of patron dining seats
+	_____	Maximum number of patron bar seats
+	_____	Maximum number of standing patrons
=	_____	Maximum number of patrons

2. 15 Maximum number of employees by hour at any one time

3. Hours of operation. Closing time means when the restaurant is empty of patrons.(check one)
 - _____ Closing by 8:00 PM
 - _____ Closing after 8:00 PM but by 10:00 PM
 - _____ Closing after 10:00 PM but by Midnight
 - _____ Closing after Midnight

4. Alcohol Consumption (check one)
 - _____ High ratio of alcohol to food
 - _____ Balance between alcohol and food
 - _____ Low ratio of alcohol to food



Department of Planning & Zoning
Administrative Special Use Permit New Use
Outdoor Dining Supplemental

WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.

Describe the outdoor dining arrangement. What type of food service establishment is this associated with?

HOURS

What are the proposed hours for the outdoor dining?

LOCATION ON PRIVATE PROPERTY

Outdoor dining, including seats, planters, wait stations and barriers, must be located on private property unless authorized by an encroachment ordinance.

Will the outdoor dining be located only on private property? What is the square footage of the outdoor dining area?

Submit a drawing indicating the layout for tables, seats, planters, wait stations and barriers.

NUMBER OF SEATS

Only 20 seats may be located at outdoor tables in front of the restaurant.

How many seats will be included in the outdoor seating? 40

ALCOHOL SERVICE

Alcohol service, to the extent allowed for indoor dining, is permitted; no off-premise alcohol sales are permitted.

Is on-premise alcohol service proposed?

OUTDOOR DINING PLAN

Please submit a detailed plan with your application

A plan for layout of the outdoor dining must be submitted for review and approval by the director. The business must maintain compliance with the approved layout. Any changes to the approved layout may require further review by staff.

